

## CHARLTON HORETHORNE PARISH COUNCIL

### **Minutes of a Meeting of the Council on Monday 14 September 2015 at 7.30 pm in the Village Hall**

**Present:** Trevor Gill (Chairman), Tim Daniel, Michael Hutchings, Geoff McHugh, Ann Reader, Councillor William Wallace and David Norris, SSDC Development Manager.

**Clerk:** Zöe Godden

35 members of the public were present at the start of the meeting.

#### **The meeting began at 19:32.**

Trevor Gill welcomed the members of the public and explained the new room layout. Trevor also introduced William Wallace, David Norris and the Clerk.

1. To receive any apologies

No apologies had been received.

2. Public Open Session - to consider any matters raised by members of the public

Trevor Gill explained that members of the public would also be given the opportunity to contribute during the meeting on appropriate matters.

The following matters were raised:

- The markings for the disabled parking bay outside the pub needed to be repainted. Tim Daniel said he would follow this up.
- The white line along the pavement running outside the wall of The Manor needed to be repainted. Tim Daniel said this would be addressed along with the white lines at the Milborne Port junction.
- One resident said she felt the Gardening Club should not have received a grant from the Parish Council for plants for the village tubs. Ann Reader said that the Parish Council would be agreeing a grant awarding policy later in the meeting.
- County Councillor William Wallace told members that he would be accepting grant applications to his Health and Wellbeing fund. William added that the fund totaled £5000 which could be shared between all of his parishes in amounts of between £200 and £2000. The clerk was asked to put this matter on the next agenda.

***Action 150914/1: Parish Clerk***

3. Members' declaration of interests, if any

Michael Hutchings said he may declare an interest later in the meeting relating to item 8a.

No other interests were declared.

4. To approve the minutes of the meeting held on 27 July 2015

**RESOLVED: It was proposed and agreed to approve the minutes as presented.**

5. To consider matters arising from the minutes:

- a. Recruitment of Clerk/Responsible Financial Officer – Zöe Godden started on 1 September; she is also working for Henstridge PC and was previously the clerk to Martock PC (TG)

**Noted.**

- b. Transparency Code for Parish Councils – given the requirement for documents to be published online, to request the Clerk/RFO to consider appropriate arrangements for a Parish

Council website, the domain name and Parish Council/councillor email addresses, in liaison with Cllr Hutchings (communications lead) and the Village Hall Committee (who currently manage the village website); to seek financial support through the available grant for IT equipment, web development and staff time; and to agree that the Clerk/RFO will set up an interim email address and make arrangements for future contact details for Parish Council emails (MH/ZG)

**Action 150914/2: Parish Clerk**

Michael Hutchings reminded members of the new obligations to publish agendas, minutes and financial information.

**RESOLVED: It was proposed and agreed to approve the interim email address for the clerk.**

- c. Outcomes from Community/Neighbourhood Plan Meeting at the Village Hall on 27 August – To report overwhelming support for a Community Plan and six volunteers to join three of the Parish Councillors on the Working Group to progress this (Cllr Trevor Gill; Cllr Geoff McHugh; Cllr Tim Daniel; Margaret Cressey; Len Grant; Stephen Hall, Barbara James, Mel Oura and David Peet) and to agree the development of a Community Plan and support for the Working Group, in conjunction with SSDC (GMcH)

Geoff McHugh confirmed that work on the Community Plan had commenced and feedback would be requested from parishioners over the next few weeks.

The working group consisted of three parish councillors (Geoff McHugh, Trevor Gill and Tim Daniel) and several members of the public. Geoff confirmed that this working group did not have authority to spend any Parish Council funds.

**RESOLVED: It was proposed and unanimously agreed to support the development of a Community Plan, to approve the membership of the working group and to support its work with SSDC.**

Geoff McHugh urged residents to take part by giving their opinions and feedback.

Ann Reader added that the previous Parish Council and other long-term residents had been invited to a meeting to share information on 8<sup>th</sup> October at the Village Hall from 5 to 7pm.

- d. Update on the Road Safety project – To report that the Community Speed Watch is underway, led by Mick Johnson, that training took place on 6 September, that a request for additional signage was made to SCC Highways Officers in emails that were followed up at a meeting on 9 September and that foliage was cut back from signs (TD)

Tim Daniel reported that he had been working with County Highways traffic engineers to address points from 27 July meeting. The following were noted:

- The flashing 20mph sign outside the school organised by the previous Parish Council was due to start operating that week.
- A village Community Speed Watch had been set up (Co-ordinator Mick Johnson) and 12 volunteers had been trained by Stuart Hunter of South Somerset CSW and Pete Wilson of the Road Policing Unit, with a view to being operational from now on.
- Speed Indicator Devices – the current locations on the B3145 opposite the Village Hall facing east and on the Milborne Port Road before the junction with the B3145 facing south would continue. A third SID would be placed on the 30 mph limit sign on the left side of Blackford Road facing north just before Violet Lane and would be in place in early 2016. All three SIDs would be operated at different times and during school term times.
- New "Charlton Horethorne" and "Please drive slowly through village" signs could be put up at the entrance to the village on the Milborne Port Road and the Blackford Road (already present on the B3145 from Wincanton and Sherborne) but the County Council would not fund this and the cost of about £350 each would have to be met by the Parish Council. Once a quote had been received, the Parish Council would make a decision on this.

- County Highways agreed to look at the possibility of installing "Road Narrows" signs on the left side of the Blackford Road facing north just before Violet Lane and on the B3145 facing south on the way in from Sherborne just before New Lane.
- County Highways agreed to look at the suggested 40 mph speed limits to slow traffic before the 30 mph limits as follows:
  - (a) The existing 40 mph limit on the B3145 into the village from Wincanton should be taken further back up to the top of Charlton Hill and the 30 mph limit to start where the existing 40 mph limit starts.
  - (b) A new 40 mph limit should be introduced on the B3145 in from Sherborne at the start of Deadman's Hill in view of the need to slow traffic in the winding section of road before the 30 mph limit (on which there have been three expensive car accidents in the space of ten days recently) and there should then be 30/// and 30// and 30/ spaced warning signs before the 30 mph limit.
  - (c) There should also be a new 40 mph limit on the way into the village on the Milborne Port Road before the existing 30 mph limit.
- A "scrim test" may be needed to assess the surface of the B3145 in from Sherborne in view of the three accidents previously mentioned.
- The B3145. Issues raised at the open meeting by villagers regarding the B3145 included the following:
  - (a) Signage to slow traffic approaching Water Lane on the B3145. County Highways said that they would look into a 30 roundell and yellow bar markings on the road.
  - (b) A mini roundabout or T junction where the Milborne Port Road meets the B3145 and/or a pavement on the bend there. County Highways said that there is already a T junction there and that they would look at the other two options, and that if either was appropriate it may be possible to seek financing from County Councillor William Wallace under the "small improvement scheme" fund.
  - (c) A zebra crossing in the middle of the village to cross from the village hall to the shop. County Highways explained that this would be the beginning of urbanisation in the village, would require lighting and would cost about £100,000. This idea will not be pursued.
  - (d) "No excuse for speeding" or "No mobile phone" warning signs. County Highways explained that these were not encouraged in Somerset and that they add to street clutter. This idea will not be pursued.
- Signage generally. The Parish Council had cleared foliage around signs and cleaned them but there were two signs where the foliage required more heavy duty equipment than we have and there are four signs that are faded and which County Highways agreed the County Council would replace. The two covered by foliage were a 30 mph sign on the right in Cathill Lane on to the B3145 and the 7.5 ton lorry sign on the left on the B3145 from Sherborne at New Lane. The four 30 mph signs that were faded and needed renewing were on the right into the village on the Milborne Port Road, both sides on Violet Lane into Blackford Road and on the left into the village on the Maperton Road at Golden Valley Farm.
- Picket fencing and trees by the roads at the entrances to the village to warn drivers that they are entering the village. County Highways suggested that it might be possible to finance these from County Councillor William Wallace's "small improvement scheme" fund as well as possibly providing reflective marker posts at the 30 mph limit signs.

William Wallace said that he would be happy to receive an application for a grant to fund the two new "Charlton Horethorne – Please drive carefully" signs and to incorporate the picket fence scheme.

e. Any other matters arising

There were no more matters arising.

## 6. **Main discussion item**

**Update on Planning Legislation, Guidance and Procedures, including SS2 Rural Settlements, introduced by Cllr Trevor Gill and Dave Norris, Planning Manager, South Somerset District Council (the planning authority)**

- briefing on Planning Procedures
- briefing on the Local Plan for South Somerset
- briefing on SS2 and other matters affecting the parish
- public Q&A and discussion

Dave Norris gave his presentation. A copy of the slides are attached to these minutes.

Trevor Gill thanked Dave for his presentation. Dave agreed to stay for the rest of the meeting.

## 7. Correspondence

- Correspondence from Acorus Rural Property Services regarding future planning possibilities on land in the Parish – To discuss and make a decision on the response to be sent from the Parish Council (TG)

Trevor Gill explained that the Parish Council had three options: 1) to decline to engage with the developer at all before receipt of a planning application from SSDC; 2) to enter into private discussions with the developer prior to receiving a planning application or 3) to invite the developer to present their ideas to the community in a public meeting.

**RESOLVED: It was proposed and agreed to invite Acorus to organise their own consultation with the public at their own expense at a time to suit the majority of the Parish Council. The Clerk was asked to contact them to confirm this.**

***Action 150914/3: Parish Clerk***

- Letter of thanks from the Gardening Club for the Parish Council grant (TG)

**Noted.**

- Any other correspondence

No other correspondence had been received.

## 8. Planning matters

- 15/03678/FUL Erection of a single storey dwelling and detached garage to include addition of a first floor balcony on west elevation, addition of a window on east elevation, adjustment of roof height positions and adjustment of ridge height at Knapp House. To consider the above and make a recommendation to SSDC

Trevor Gill explained that the Parish Council would give some information and would then open the meeting to public comment.

The following points were made:

- Dave Norris noted that Charlton Horethorne was suited to small scale developments of less than ten dwellings, based on the current amenities in place.
- It was noted that this application referred to changes to the original application (14/05262/FUL) which gave permission for the erection of the original dwelling. This original application was not under discussion as permission had already been granted for the original dwelling. The only matters that could be considered at this meeting were the addition of a balcony to the first floor attic room, addition of a window on the east elevation, adjustment of roof light positions and adjustment of ridge height.
- Trevor Gill reported on a meeting held at the site with Dave Norris and all Parish Councillors and subsequent visit to neighbouring properties to gather information.
- Trevor Gill read an email from the applicant, who could not attend the meeting, making the point that the balcony overlooked the applicant's land only and that the additional window did not overlook neighbouring properties. The applicant also stated that he believed that the new

ridge height was the same as in the original application when measured from the damp proof course.

The meeting was then opened for public participation and the following points and views were expressed:

- It was felt that the building was ½ meter higher and that two roof lights were larger than in the original planning permission.
- It was thought that trees and hedges had been removed without permission. The submission of the required landscape plan was questioned.
- There were several more mentions of the building being higher than it should have been.
- William Wallace said that he would be asking for measurements to be taken to determine if the building was higher than it should have been and, if so, by how much.

### **Public participation was brought to a close.**

Michael Hutchings informed members that he and his wife had written to SSDC to object to this planning application but felt that he did not need to declare an interest as the arguments in the letter related to the planning process rather than to the application itself. The letter also expressed the view that the original application had been misleading when describing the dwelling as “single-storey”. Michael said that there was an upstairs to the dwelling, so it should not be described as single-storey.

Dave Norris confirmed that, even though the original planning permission stated a single-storey dwelling, the drawings accompanying the plan had always shown the attic space would be used as a bedroom and en-suite bathroom. He added there would not be any detriment to neighbours by the installation of the window, velux windows and balcony.

Geoff McHugh noted that the council needed to decide if the changes being considered would have been agreed if they had been included in the original application.

Ann Reader felt that measurements would be needed to enable the council to make any recommendations on ridge height. Ann added that, during the site visit, she had noted that it was not possible to see neighbouring properties from the roof lights, even though they were larger than in the original planning permission.

**RESOLVED: It was proposed and agreed to defer this matter to a future meeting to await the new height measurements needed to make a recommendation.**

### **3 votes for, 1 against.**

It was further **agreed** that, when this application was next considered by the Parish Council, the following conditions to any planning permission could be requested:

- Fences adjacent to the garden of the Granary, the closest neighbouring property, should be to a height of 2.5 metres, and maintained by the applicant
- Three mature trees should be planted to replace those removed on the east boundary of the site (and the new trees to be replaced as necessary if they die over the next 10 years as a minimum)
- All surface water draining from the field to the east of the property onto the site should be completely handled by on-site drainage facilities, with plans to be provided and approved by the SSDC Planning Authority
- The cloakroom window on the east of the building should use patterned glass and have a limited opening operation so that it cannot be used to overlook the adjoining property
- The level of the upper floor of the property must not be raised in any way, to ensure that adjoining properties cannot be viewed through the east facing conservation lights
- The plans for the proposed garage on the property should be provided to the Planning Authority. The garage should not be obtrusive, be single storey and contain no east or south facing windows
- The new building should not be occupied in any way until the previous conditions have been met

- b. To report comments made by the Parish Council on plans received (TG)

No additional plans had been received.

- c. To report any relevant planning decisions made by SSDC (TG)

No planning decisions had been received.

## 9. Financial Matters

- a. Bank Mandate update – To note that the arrangements for cheque signatories as previously agreed as any two from the Chairman, Vice-chair and Cllr McHugh are now set up. To report that new contact details for the Clerk/RFO are in hand with the Bank (TG)

### **Noted.**

- b. To agree the purchase of a Laptop Computer and Laser Printer for the use of our Clerk/RFO exclusively on Charlton Horethorne Parish Council business, to the value of up to £600, and to seek funding for this from the grant available in relation to compliance with the Transparency Code, the equipment to be owned by the Parish Council

**RESOLVED: It was proposed and unanimously agreed to allow the purchase of a laptop and printer for use by the Clerk, up to the value of £600.**

- c. To agree any requests for payment received: continued hire of the Charlton Horethorne Village Hall for Parish Council meetings (TG)

It was **agreed** to defer this matter to the next meeting.

- d. To consider any Requests for Grants received (TG)

No grant requests had been received.

- e. To propose the development of Grants Criteria and the principle of an annual grants budget (AR)

**RESOLVED: It was proposed and agreed to approve the new Grants Criteria as presented.**

- f. To agree a second ex-gratia payment of £50 to the previous Clerk, Jean Jennings, for further temporary admin support up to 31 August 2015 and for her assistance with the handover of files etc to the new Clerk/RFO (TG)

**RESOLVED: It was proposed and agreed to make a final payment of £50 to Jean Jennings for additional duties as Clerk.**

- g. Any other financial matters

There were no other financial matters to discuss.

## 10. Items of Report / Future Business

- a. SALC Training for all five councillors on 5 September – To report (TG)

It was noted that all five Parish Councillors had attended “Good Councillor” training and found it to be very useful.

- b. Broadband - To provide an update (MH)

There was nothing to report.

- c. Allotments – To report on a response to an enquiry (TD)

Tim Daniel confirmed that he had been approached by a resident regarding the possible provision of allotments in the Parish. Tim said that he had been looking in to this and hoped that the matter would be raised as part of the Community Plan.

- d. War memorial – To report on follow up to an enquiry to the previous Parish Council (AR)

Ann Reader noted that the previous Parish Council had received a suggestion from a resident to consider erecting a war memorial. Ann reminded members that the Village Hall itself was a World War One memorial. A resident informed members that there was a memorial plaque in the church. Ann said that she thought any strong desire for a new War Memorial would be discovered via the Community Plan.

- e. Water houses – To update on a response to a public proposal (GMc)

Geoff McHugh told members that he would be visiting the water houses at 10.30 on 23<sup>rd</sup> September and would report back on their condition, with a view to preserving them in the long-term, if there was a desire for this to take place.

11. Date of Next Meeting: Monday 26 October 2015

12. Public Open Session: to receive feedback on matters discussed and suggestions for future topics for Parish Council meetings

No further matters were discussed or raised.

**Exempt business, as set out in the Schedule 12A to the Local Government Act 1972. To exclude the public and press on the grounds of a personnel matter\***

13. To approve the Clerk's contract of employment

**RESOLVED: That the Press and Public be excluded from the meeting during consideration of the items in Part 2 of the Agenda, as they involve the likely disclosure of exempt information relating to individuals as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 (amended).**

\* Exempt business is as follows:

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes —
  - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - b. to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**The meeting closed at 22:15.**

**Agreed and signed by the Chair** \_\_\_\_\_

**Date** \_\_\_\_\_